

Public Document Pack

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Director of Corporate Services

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Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** which will be held in **Committee Rooms - East Pallant House** on **Tuesday 18 July 2023** at **2.00 pm** for the transaction of the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

DIANE SHEPHERD
Chief Executive

7 July 2023

NOTES

Prior to the meeting members will have the opportunity to attend a draft Local Plan progress update from 11.00am - 1.00pm. Please note this is for members only and will be following by a break at 1.00pm - 2.00pm

AGENDA

- 1 **Minutes** (Pages 1 - 10)
The Council is requested to approve as a correct record the minutes of the meeting held on 17 May 2023.
- 2 **Urgent Items**
The Chair will announce any urgent items which due to special circumstances are to be dealt with under Late Items.
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Chair's Announcements**
Apologies for absence will be notified at this point.

The Chair will make any specific announcements.
- 5 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Council will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner

will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

RECOMMENDATIONS BY THE CABINET

To consider the following recommendations of the Cabinet requiring the approval of the Council.

6 Council's Annual Report 2022-23

The Council is requested to consider the report and its appendix as set out in pages 9 to 51 of the Cabinet papers for 11 July 2023 and make the following resolution subject to recommendation by the Cabinet:

That the Annual report 2021-2022 be received by the Council.

7 Development Management Resources

The Council is requested to consider the report and its appendices as set out in pages 15 to 19 of the Cabinet papers for 6 June 2023 and make the following resolutions:

- 1. The release of £21,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and**
- 2. The release of £276,650 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending six planning appeals.**

8 Public Conveniences Refurbishment

The Council is requested to consider the report and its appendix as set out in pages 53 to 60 of the Cabinet papers for 11 July 2023 and make the following resolutions:

- 1. That Cabinet recommends to Council to approves scheme A and releases from general fund reserves the additional budget of £152,000 as set out in Appendix one for the refurbishment of the public conveniences at Priory Park, East Beach, Bosham Lane and Market Road and the demolition of the Tower Street public conveniences.**
- 2. That Cabinet approves that the Tower Street public conveniences site is surplus to requirements and delegates authority to the Director of Growth and Place to progress alternative use or disposal of the site to achieve best value.**
- 3. That Cabinet approves the cost of demolition, if required, for the Tower Street public conveniences**
- 4. That Cabinet notes the revenue savings and anticipated improvements in energy efficiency as set out in paragraphs 7.3 and 9.2 as a result of the works**

RECOMMENDATIONS BY COMMITTEES

9 Standards Committee - Independent Persons Remuneration (Pages 11 - 19)

To consider the following recommendations of the Standards Committee requiring the approval of the Council:

- 1. That the Council authorises an annual payment of £500 to each appointed independent person from 1st April 2023.**
- 2. That the Council authorises that the payment for Mr Thompson be paid**

from 1st May 2022 in recognition of his carrying out the role for several years.

OTHER REPORTS

- 10 **Update on the Proposed Submission version of the Chichester Local Plan 2021 - 2039** (Pages 21 - 39)
The Council is requested to consider the report and appendix and to note the progress in relation to the processing of representations to the Regulation 19 consultation on the Proposed Submission Chichester Local Plan, and the timetable for submission to of the Plan for Examination and provides any comments.
- 11 **Body Worn Cameras** (Pages 41 - 45)
The Council is requested to consider the report and its appendices and make the following resolutions;
1. **That the Council authorised officers set out in appendix 1 to wear body worn cameras when carrying out their duties**
 2. **That the Council authorises the Data Protection Officer to update the Council retention scheme to comply with the Home Office Surveillance Camera Code of Practice.**
- 12 **Questions to the Executive**
Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).
- 13 **Late Items**
To consider any late items as follows:
- a) Items added to the agenda papers and made available for public inspection.
 - b) Items which the Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.
- 14 **Exclusion of the press and public**
The Council is asked to consider in respect of agenda item numbers 15 and 16 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the agenda are attached for members of the Council and senior officers only (salmon paper).**
- 15 **Allocation of Commuted Sums to Deliver Affordable Housing**
The Council is requested to consider the report as set out in pages 37 to 40 of the Cabinet papers for 6 June 2023 and make the following resolution as set out in sections 2.1 and 2.2 of the report subject to recommendation by the Cabinet.
- 16 **Urgent Decision Notice - Leisure Centres** (Pages 47 - 49)
The Council is requested to note the Urgent Decision Notice relating to Chichester District Council (CDC) Leisure Contract Amendment with Sport and Leisure Management (SLM) Ltd for remaining contract term from 1 April 2023 until 30 April 2026.

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972
2. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council’s information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

MEMBERS

Mrs C Apel	Mr G Evans
Mr J Cross	Mrs E Hamilton
Mr I Ballantyne	Mr C Hastain
Mrs T Bangert	Ms O Hickson
Mr R Bates	Mr F Hobbs
Mr D Betts	Mrs D Johnson
Mr S Boulcott	Mr S Johnson
Mr B Brisbane	Mr T Johnson
Mr R Briscoe	Mr A Moss
Mr J Brookes-Harmer	Ms E Newbery
Mr J Brown	Mr T O'Kelly
Ms J Brown-Fuller	Mr H Potter
Ms B Burkhart	Ms S Quail
Mrs H Burton	Mrs S Sharp
Mx R Chant	Mr C Todhunter
Mr M Chilton	Mr J Vivian
Ms M Corfield	Ms V Weller
Ms H Desai	Mr T Young

Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in the Committee Rooms - East Pallant House on Wednesday 17 May 2023 at 2.00 pm

Members Present: Mrs C Apel, Mr I Ballantyne, Mrs T Bangert, Mr R Bates, Mr D Betts, Mr S Boulcott, Mr R Briscoe, Mr J Brookes-Harmer, Mr J Brown, Ms J Brown-Fuller, Mrs H Burton, MX R Chant, Mr M Chilton, Ms M Corfield, Mr J Cross, Ms H Desai, Mr G Evans, Mrs E Hamilton, Mr C Hastain, Ms O Hickson, Mr F Hobbs, Mr S Johnson, Mr T Johnson, Mr A Moss, Ms E Newbery, Mr T O'Kelly, Mr H Potter, Ms S Quail, Mrs S Sharp, Mr C Todhunter, Mr J Vivian, Ms V Weller and Mr T Young

Members not present: Mr B Brisbane, Ms B Burkhart and Mrs D Johnson

Officers present all items: Mrs L Baines (Democratic Services Manager), Mr N Bennett (Divisional Manager for Democratic Services), Mrs J Hotchkiss (Director of Growth and Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

1 **Election of Chair of the Council**

Cllr Hamilton opened the meeting and spoke about her time as Chair of the Council.

Cllr Hamilton sought nominations for Chair of the Council for the ensuing year.

Cllr Chant proposed Cllr Apel which was seconded by Cllr Burton.

There were no further nominations.

In a vote Cllr Apel was duly elected as Chair of the Council.

Cllr Apel signed and read the declaration of office and was presented with the Chain of Office by Cllr Hamilton.

Cllr Apel thanked Cllr Hamilton for her time as Chair.

2 **Appointment of the Vice-Chair of the Council**

Cllr Apel sought nominations for Vice-Chair of the Council for the ensuing year.

Cllr Bangert proposed Cllr Cross which was seconded by Cllr Quail.

There were no further nominations.

In a vote Cllr Cross was duly elected as Vice-Chair of the Council.

Cllr Cross signed and read the declaration of office and was presented with the Badge of Office by Cllr Apel.

3 To receive the report of the Returning Officer on the District Council Elections held on 4 May 2023

On behalf of the Council Cllr Apel noted the report of the Returning Officer.

4 Minutes

Mr Bennett explained that those members not present at the meeting of either 7 March 2023 or 21 March 2023 should abstain from voting on the minutes.

In a vote the minutes of 7 March 2023 were approved.

In a further vote the minutes of 21 March 2023 were approved.

RESOLVED

That the minutes of the Full Council meetings held on 7 March 2023 and 21 March 2023 be approved and signed as a correct record.

5 Urgent Items

Cllr Apel explained that there would be an additional Urgent Decision Notice to note under Late Items relating to the Midhurst Fire.

6 Declarations of Interests

Mr Bennett explained that members were not required to declare an interest if they were listed as being nominated for appointment at the meeting.

7 Chair's Announcements

Cllr Apel welcomed all members to the meeting and thanked those who had not stood for election or not been elected for their work in the previous term.

Apologies for absence were received from Cllr Brisbane, Cllr Burkhart and Cllr Donna Johnson.

8 Election of the Leader of the Council

Cllr Apel sought nominations for Leader of the Council for the four year term.

Cllr Hickson proposed Cllr Moss which was seconded by Cllr Chilton.

There were no further nominations.

In a vote Cllr Moss was duly elected as Leader of the Council.

Cllr Moss signed and read the declaration of office and welcomed all returning and new members.

Cllr Tim Johnson wished to note his congratulations to Cllr Moss as Leader of the Opposition.

9 **Cabinet**

Cllr Moss then introduced his Cabinet:

Leader of the Council - Cllr Moss:

Responsibilities:

- Regeneration
- Estates
- Building Services

Deputy Leader & Cabinet Member for Environmental Strategy - Cllr Brown

Responsibilities:

- Environmental Protection
- Health Protection (including Business Continuity and Health and Safety) • Environmental Strategy
- Coastal Protection and Foreshores
- Air Quality
- Building Control
- Dog Control
- Noise Pollution
- Climate Emergency
- Biodiversity
- Emergency Planning

Cabinet Member for Community & Wellbeing Services - Cllr Bangert

Responsibilities:

- Community Engagement
- Safeguarding
- Partnerships
- Community Safety and CCTV
- Choose Work
- Health and Wellbeing
- Grants & Concessions
- Voluntary Sector
- Customer Services

Cabinet Member for Economic Development & Place - Cllr Desai

Responsibilities:

- Economic Development
- Car Parks
- Public Conveniences
- City and town coordination
- Chichester Vision
- Work closely with Leader on regeneration & Deputy Leader on sustainable businesses
- Chichester BID
- Manhood Peninsula Partnerships
- Bus shelters

Cabinet Member for Housing, Revenues & Benefits - Cllr Betts

Responsibilities:

- Housing Options
- Housing Enabling
- Homelessness
- Temporary Accommodation
- Revenues & Benefits
- Housing Standards

Cabinet Member for Culture, Licensing & Events - Cllr Brown-Fuller

Responsibilities:

- Licensing, Promotion & Events
- Communications, Marketing Sponsorship & advertising
- Leisure & Sports Development
- The Novium Museum & TIC
- Market & Farmers Market
- Consultation
- Web team
- Cultural Grants

Cabinet Member for Finance, Corporate Services and Chichester Contract Services - Cllr Chilton

Responsibilities:

- Financial Services
- Internal Audit & Corporate Investigations
- Electoral Services
- Land Charges
- Facilities
- Business Improvement
- Democratic Services
- Legal
- Corporate Policy
- ICT
- HR

- CCS
 - Waste & Recycling
 - Street Cleaning
 - Cemeteries
 - Parks & open spaces

On behalf of the Council Cllr Apel welcomed the new Cabinet.

Cllr Chant raised a point of order. Cllr Chant asked why Public Questions and Questions to the Executive were not listed. Mr Bennett explained that this was usual practice for the Annual Council meeting in order to focus on the appointments required of the meeting. He added that both Public Questions and Questions to the Executive would return for the next meeting.

10 **Review of Political Balance report**

11 **Appointment and Membership of Committees and their Chairs and Vice-Chairs**

Cllr Moss proposed the recommendation as amended which was seconded by Cllr Brown. Mr Bennett then outlined the report. He explained a minor amendment to page 8 to appoint Cllr Burkhart at Vice-Chair of Overview and Scrutiny Committee. He thanked the Group Leaders for their assistance with the report.

In a vote the following appointments to Committee were agreed:

RESOLVED

Alcohol and Entertainment Licensing Committee and General Licensing Committee

Membership = 10 (7 Lib Dem, 2 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Chair = Iain Ballantyne	LD
Vice-Chair = Rhys Chant	LD
Jess Brown – Fuller	LD
Gareth Evans	LD
Tracie Bangert	LD
Val Weller	G & LA
Tim Johnson	G & LA
Henry Potter	C
Tim O’Kelly	LD
Bill Brisbane	LD

Appeals Committee

Membership = 5 (plus 2 substitutes) (5 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
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Chair = Adrian Moss	LD
Vice-Chair = Clare Apel	LD
John Cross	LD
Jonathan Brown	LD
Tim O'Kelly	LD
Donna Johnson	G & LA
Roy Briscoe	C

Corporate Governance and Audit Committee

Membership = 8 (6 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Chair = Richard Bates	LD
Vice-Chair = Tim O'Kelly	LD
Jonathan Brown	LD
Mark Chilton	LD
Maureen Corfield	LD
Iain Ballantyne	LD
Tim Johnson	G & LA
Francis Hobbs	C

Executive Directors Disciplinary Committee

Membership = 5 (3 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Richard Bates	LD
Mark Chilton	LD
Iain Ballantyne	LD
Tim Johnson	G & LA
Henry Potter	C

Investigation and Disciplinary Committee

Membership = 5 (plus 2 substitutes) (3 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Oona Hickson	LD
Charles Todhunter	LD
Jess Brown Fuller	LD
Rhys Chant	LD
Maureen Corfield	LD
Tim Johnson	G & LA
Henry Potter	C

Overview and Scrutiny Committee

Membership = 11 (7 Liberal Democrat, 2 Green and Local Alliance, 2 Conservative)
 Note – amended from statutory entitlement by 1 from Liberal Democrats to Conservative

Proposed Membership 2023/24 Councillors Name	Political Party
Chair = Donna Johnson	G & LA
Vice-Chair = Brett Burkhart	C
Henry Potter	C
Charles Todhunter	LD
Oona Hickson	LD
James Vivian	LD
Charles Hastain	LD
Joseph Brookes-Harmer	LD
Sarah Quail	LD
Eleanora Newbury	LD
Sarah Sharp	G & LA

Planning Committee

Membership = 13 (7 Liberal Democrat, 2 Green and Local Alliance, 3 Conservative)
 Note – amended from statutory entitlement by 1 from Liberal Democrats to Conservative

Proposed Membership 2023/24 Councillors Name	Political Party
Chair = Stephen Johnson	LD
Vice-Chair = John Cross	LD
Charles Todhunter	LD
Sarah Quail	LD
Joseph Brookes-Harmer	LD
David Betts	LD
Hannah Burton	LD
Richard Bates	LD
Henry Potter	C
Donna Johnson	G & LA
Sarah Sharp	G & LA
Brett Burkhart	C
Roy Briscoe	C

Redundancy Committee

Membership = 5 (3 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Jonathan Brown	LD
Eleanora Newbury	LD

Joseph Brookes-Harmer	LD
Tim Johnson	G & LA
Roy Briscoe	C

Standards Committee

Membership = 7 (5 Liberal Democrat, 1 Green and Local Alliance, 1 Conservative)

Proposed Membership 2023/24 Councillors Name	Political Party
Chair = Maureen Corfield	LD
Charles Todhunter	LD
Rhys Chant	LD
James Vivian	LD
John Cross	LD
Steve Boulcott	G & LA
Roy Briscoe	C

12 Appointments to External Organisations

Cllr Moss proposed the recommendation as amended which was seconded by Cllr Brown. Mr Bennett then outlined the report. He explained two minor amendments. Cllr Bates to be appointed to the Western Health Adult Committee and Cllr Bates to be second reserve instead of Cllr Moss for the Chichester Harbour Conservancy. Cllr Bates confirmed he was happy with this proposal.

In a vote the following appointments to Outside Bodies were agreed:

RESOLVED

Outside appointments for Annual Council

Role	Proposed Appointees
2023-24	
Chichester Conservation Advisory 2 appointees	Bill Brisbane Sarah Quail
Portsmouth Water Forum	Roy Briscoe
Western Sussex Hospital NHS Trust Council of Governors	Donna Johnson
Western Health and adult Special care Committee	Richard Bates
Bourne Community College (Officer)	Sarah Peyman
Bourne trust Board (Officer)	Sarah Peyman
Chichester Harbour	Stephen

Conservancy	Johnson Iain Ballantyne Mark Chilton (Res) Richard Bates (Res)
South Downs National Park	John Cross
West Sussex Pensions Forum (Officer)	John Ward

13 **Urgent Decision Notice - Grants and Concessions**

On behalf of the Council Cllr Apel formally noted the Urgent Decision Notice.

14 **Urgent Decision Notice - Midhurst Fire**

On behalf of the Council Cllr Apel formally noted the Urgent Decision Notice.

15 **Late Items**

On behalf of the Council Cllr Apel formally noted the late item, Urgent Decision Notice relating to the Midhurst Fire as detailed in the Agenda Supplement for the meeting.

16 **Exclusion of the press and public**

There was no requirement to exclude the public or the press.

The meeting ended at 2.57 pm

CHAIRMAN

Date:

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Chichester District Council

Council

July 2023

Independent Persons Remuneration

1. Contacts

Report Author:

Nick Bennett – Divisional Manager Democratic Services

Tel: 01243 534658 Email: nbennett@chichester.gov.uk

Cabinet Member:

Mark Chilton – Cabinet Member for Finance, Corporate Services and Chichester Contract Services

Tel: 07836 589342 Email: mchilton@chichester.gov.uk

2. Recommendations

- 2.1 That the Council authorises an annual payment of £500 to each appointed independent person from 1st April 2023.**
- 2.2 That the Council authorises that the payment for Mr Thompson be paid from 1st May 2022 in recognition of his carrying out the role for several years.**

3. Background

- 3.1 Independent persons were created under the Localism Act 2011. As the name suggests they act as an external and independent part of the Code of Conduct. They attend standards committee as non-voting members, have an advisory role to Parishes, the District chairman of standards, complainants and members who are the subject of complaints, and are consulted by the Monitoring Officer or appointed investigators. They are also consulted on changes to the local Code of Conduct and related “Arrangements” (the procedures followed for investigations).
- 3.2 Standards committee met on 30th May to review the role and assessed the significant and important role the post provides to the authority and most importantly to complainants. It was also noted by Standards Committee that this authority is the only one in the region not making a payment to its independent persons. The Standards Committee debated this and directed the author of this report to prepare a further report to full Council to authorise a payment and setting out comparison data as to payments from other authorities.

3.3 During the debate members of standards committee noted that a current Independent person, Mr John Thompson has been carrying out the role for some time and been involved in significant work to that end without compensation. The Committee directed the Monitoring Officer to bring that to Full Council so that consideration of the second recommendation might take place to give a retrospective thanks for that work.

.4. Comparison Data

4.1 All Hampshire and West Sussex authorities were reviewed by simple online research by a legal officer by considering websites of those authorities. All authorities were found to provide payments to their independent persons. These ranged from X to Y, and an average of Z.

5. Proposal

5.1 That the Council makes an appropriate payment to Independent persons to reflect the valuable work they deliver for effective governance at the Council.

6. Resource and Legal Implications

6.1 Payment will be made from existing budget for member allowances. There is no legal duty to make a payment, but it is permissible in law.

7. Community Impact and Corporate Risks

7.1 Whilst the current Independent Persons are of extremely high calibre, there is a concern that future recruitment may be affected if the candidates were not recognised in this way.

8. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder Some code of conduct matters relate to issues that are the subject of police or other criminal investigation.	x	
Climate Change and Biodiversity		x
Human Rights and Equality Impact Independent persons are active in protecting complainant and other party rights and consider these factors when consulted.	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing		x

9. Appendices

9.1 Appendix 1 – Payment to independent Person comparison with all Hampshire and West Sussex Authorities.

10. Background Papers

10.1 None

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Payments to Independent Person

Appendix

Authority	Annual Payment for Independent Person	Additional Comments
Arun District Council	£528.00	
Ashford Borough Council	£1,606.89	
Basingstoke and Deane Borough Council	£1,955.00	
Brighton and Hove City Council	£1,058.00	Info taken from job advert in Dec 2022. Also receives £200 per standards panel chaired
Buckinghamshire Council	£0.00	
Canterbury City Council	£533.00	
Cherwell District Council	£828.00	
Crawley Borough Council	£750.00	
Dartford Borough Council	£300.00	
Dover District Council	£927.00	
East Hampshire District Council	£1,000.00	Info taken from job advert in August 2021.
Eastbourne Borough Council	£1,000.00	Plus hourly rate of £25 for any duties performed (Lewes and Eastbourne are joint councils)
Fareham Borough Council	£761.40	
Hampshire County Council	£763.00	
Havant Borough Council	£1,000.00	Info taken from job advert in August 2021.
Horsham District Council	£1,436.00	
Lewes District Council	£1,000.00	Info taken from job advert in June 2023 Also get hourly rate of £25 for any duties performed (Lewes and Eastbourne are joint councils)
Mid Sussex District Council	£750.00	
New Forest District Council	£331.00	
Oxford City Council	£0.00	
Reading Borough Council	£1,168.21	
South Oxfordshire District Council	£0.00	According to appointment recommendatrion in May 2022 - is a voluntary role and attracts no remuneration other than expenses Joint council with Vale of White Horse District Council

Southampton City Council	£719.04	Taken from data on SCC website who IP is and looking at payments made in 2021 - 2022
Vale of White Horse District Council	£0.00	According to appointment recommendation in May 2022 - is a voluntary role and attracts no remuneration other than expenses Joint council with South Oxfordshire District Council
Wealden District Council	£867.12	
West Berkshire Council	£1,132.00	
Median Annual Payment	£795.50	

Bracknell Forest Borough Council	Co-optee preparing for and attending a Code of Conduct Panel meeting: Less than 4 hours: £61 Over 4 hours: £122
Brighton and Hove City Council	£1,030 (Independent Member of Audit and Standards Committee) plus £200 per Standards Panel chaired
Hart District Council	£250 (co-opted members standards)
Hastings Borough Council	£614.87 (Independent members allowance)
Guildford Borough Council	£393 (Co-Optees's Allowance)
Mole Valley District Council	507.98 (Independent members)
Royal Borough of Windsor and Mainhead	Independent Review Panel Members paid to actual financial loss incurred (not the loss of potential earnings) up to an agreed maximum: Period not exceeding 4 hours £32.37 Period not exceeding 4 hours but exceeding 24 hours £64.74
Runnymede Borough Council	491 (Co-Optees)
Turnbridge Wells Borough Council	800 (Independent members of Audit and Governance Committee and Co-Opted members)
Woking Borough Council	360.00 (Co-Optee)

Wokingham Borough Council

Only has co-opted members of Standards Committee.
Independent Chairman of Standards Committee receives SRA of £1,250

Adur Borough Council	?
Arun District Council	£528.00
Ashford Borough Council	£1,606.89
Basingstoke and Deane Borough Council	£1,995.00
Bracknell Forest Borough Council	£61.00
Brighton and Hove City Council	£1,030.00
Buckinghamshire Council	No payment
Canterbury City Council	£533.00
Cherwell District Council	£828.00
Crawley Borough Council	£750.00
Dartford Borough Council	£300.00
Dover District Council	£927.00
East Hampshire District Council	£1,000 (according to application form)
Eastbourne Borough Council	£1,000 plus hourly rate of £25 for any duties performed
Eastleigh Borough Council	?
Elmbridge Borough Council	?
Epsom and Ewell Borough Council	?
Fareham Borough Council	£761.40
Folkestone & Hythe District Council	?
Gravesham Borough Council	?
Gosport Borough Council	?
Guildford Borough Council	£393 (Co-Optees's Allowance)
Hampshire County Council	£763.00
Hart District Council	£250.00
Hastings Borough Council	£614.87 (Independent members allowance)
Havant Borough Council	?
Horsham District Council	£1,436
Lewes District Council	?
Mid Sussex District Council	£750.00
Mole Valley District Council	£471.62
New Forest District Council	£331.00
Oxford City Council	None?
Portsmouth City Council	?
Reading Borough Council	£1,168.21
Royal Borough of Windsor and Mainhead	Independent Review Panel Members paid to actual financial loss incurred(not the loss of potential earnings) up to an agreed maximum: Period not exceeding 4 hours £32.37 Period not exceeding 4 hours but exceeding 24 hours £64.74
Runnymede Borough Council	£491.00
Sevenoaks District Council	?
South Oxfordshire District Council	£583

Southampton City Council	?
Test Valley Borough Council	?
Turnbridge Wells Borough Council	£800.00
Vake of White Horse District Council	£583.00
Waverley Borough Council	?
Wealden District Council	£867.12
West Berkshire Council	£1,132.00
West Oxfordshire District Council	?
West Sussex County Council	?
Winchester City Council	?
Woking Borough Council	£369.00
Wokingham Borough Council	Only has co-opted members of Standards Committee. Independent Chairman of Standards Committee receives SRA of £1,250
Worthing Borough Council	?

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Chichester District Council

Cabinet

18 July 2023

Update on the Proposed Submission version of the Chichester Local Plan 2021 - 2039

1. Contacts

Report Author

Tony Whitty

Telephone: 01243 534875

E-mail: twhitty@chichester.gov.uk

Cabinet Member

Bill Brisbane – Cabinet Member for Planning Services

Telephone: 01243 785166

E-mail: bbr Brisbane@chichester.gov.uk

2. Recommendation

- 2.1 That Council notes the progress in relation to the processing of representations to the Regulation 19 consultation on the Proposed Submission Chichester Local Plan, and the timetable for submission of the Plan for Examination and provides any comments.**

3. Background

- 3.1. Local plans play a crucial role in fostering sustainable development within communities. By outlining a vision for the future, identifying essential needs and priorities, and empowering communities to shape their surroundings, these plans serve as the foundation for effective planning.
- 3.2. The responsibility for the preparation of local plans lies with the local planning authority and it is a legal obligation to prepare one. Within Chichester District, the Council takes charge of preparing the local plan for areas outside the South Downs National Park. Conversely, within the South Downs National Park, the responsibility for the local plan falls under the South Downs National Park Authority, which adopted the South Downs Local Plan in 2019.
- 3.3. The Council must be satisfied that its Local Plan and its preferred development strategy does all it reasonably can to meet the development needs of the plan area in a sustainable manner that conforms with current national policy set out principally in the National Planning Policy Framework (NPPF). A key objective of the NPPF is to significantly boost the supply of homes in England and ensure that growth is genuinely plan-led (Paragraph 60). It requires that, as a minimum, local plans should provide for an area's housing and other development needs, as well as any that cannot be met within neighbouring areas.

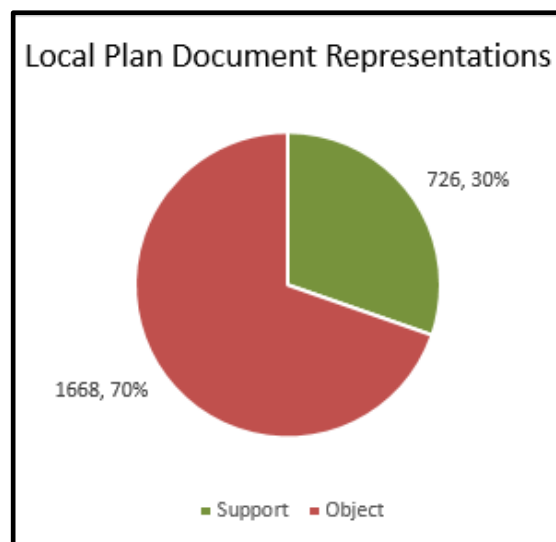
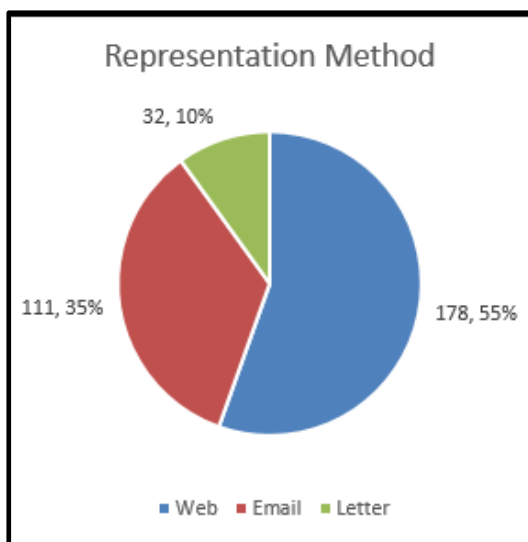
- 3.4. On 24 January 2023 Council approved the Local Plan Review (now the Proposed Submission Local Plan, reflecting its change in status) for publication (Regulation 19) consultation and subsequently for submission to the Secretary of State for Examination. This followed extensive work over several years involving the preparation of a considerable evidence base on a broad range of significant planning issues that the council must address in bringing forward a plan. The previous report to Council provides greater detail on the background to the Local Plan Review (see link to report in Section 12 below).
- 3.5. The Regulation 19 consultation ended on 21 March and the Council has received 2,414 matters of representation to the Local Plan. Since the closure of the consultation period, officers have been ensuring these are correctly recorded, and against the relevant policy. The full representations will be published during the week commencing 10 July 2023. Officers are continuing to work through the issues raised, including meeting with relevant bodies/respondents. This is an important part of the process as the Council will need to be satisfied, having reviewed and analysed all of the consultation representations, that the plan remains sound before it is formally submitted for examination. The Council's approved Local Development Scheme (LDS) anticipates submission of the plan in the summer of this year. However, given the volume of representations and the issues raised, this is likely to be the autumn.

4. Update on (Regulation 19) Consultation Responses

- 4.1 The following summary sets out the proportion of representations received through different means, the level of objection/support, and which parts of the plan appear to be the focus for the majority of representations.

Means by which representations were made

- 4.2 321 individuals/organisations responded to the consultation, on varying issues. Whilst respondents were encouraged to utilise the provided web-based interface to submit representations, submission via email and in hard copy were also accepted.
- 4.3 In terms of processing of the representations (following the close of the consultation period), the web-based submission option (which was used by 178 respondents) is the most efficient. Comments on each issue were generated directly in the Council's back-end system and the user was asked to link these comments directly to the policy or part of the plan to which they related. The user was also asked to provide a summary, where these comments were lengthy, and key questions had to be answered by the user, such as what they believed needed to change to overcome their concerns. In comparison, emailed comments (which 111 respondents chose) and by letter (of which 32 respondents used this method) have much greater implications for processing as officers must distil the relevant matters from any number of different formats and ensure they are linked and referenced against the relevant policy. The chart below provides an illustration of the proportion received under each method of submission.



4.4 The process of distilling and linking representations has now been completed, which enables further analysis of the issues raised against each element of the Plan.

Proportion of support and object

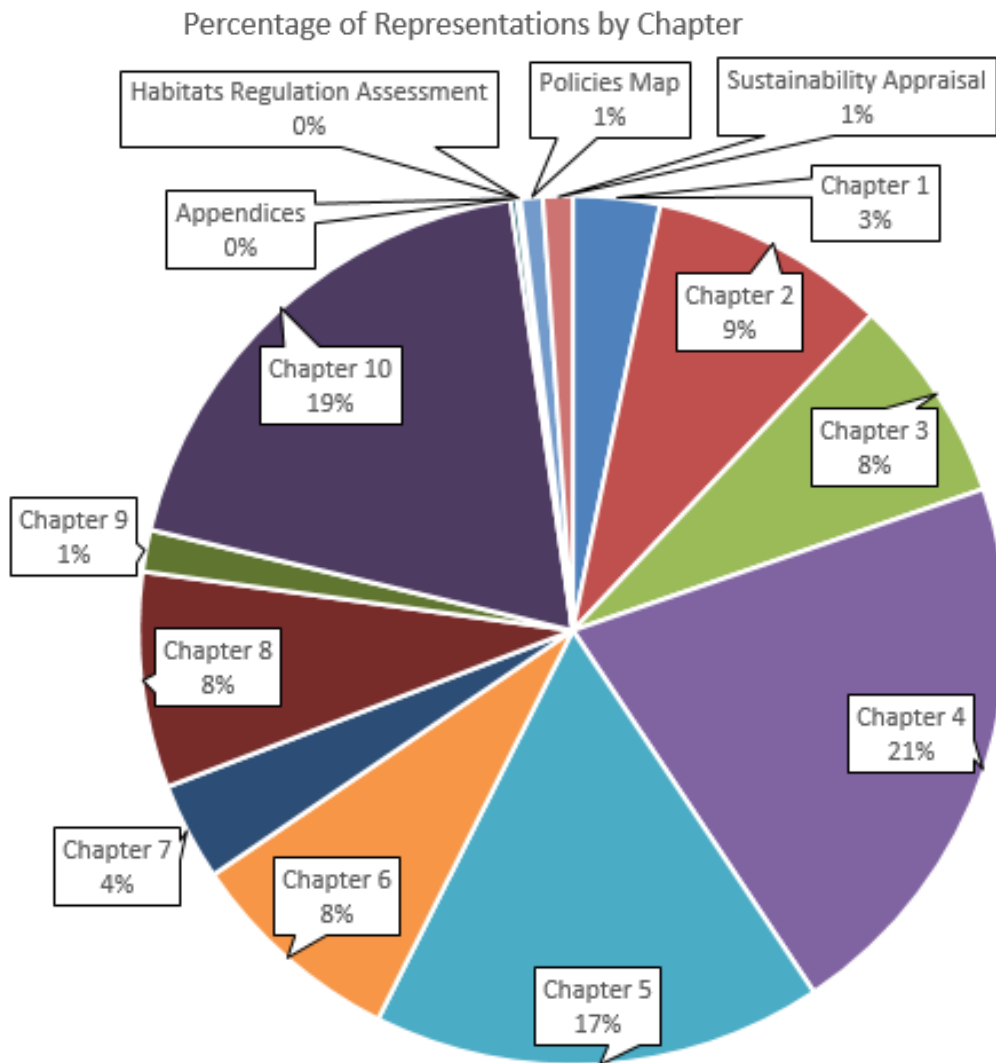
4.5 The majority of representations received have been to the Local Plan document, with only a small number on the Schedule of Changes to Policies Maps (Maps), Habitats Regulation Assessment (HRA) and Sustainability Appraisal (SA). 726 representations were made in support of the plan itself, and 1,668 raising some form of objection.

4.6 It should be noted that any representation that raises a concern is classed as an objection, even if the respondent has not framed it that way. This is important to ensure that the Council has properly recorded any issues that need to be addressed prior to submission or evidence given as to why the Council has not made amendments accordingly. It is therefore difficult to accurately surmise the level of broad contentment/discontentment with the form and content of the plan, on the basis of this statistical analysis alone.

Breakdown of representations by area of the Plan

4.7 The Local Plan Document is divided into 10 chapters based upon topic area. These are;

- Chapter 1: Introduction
- Chapter 2: Vision and Strategic Objectives
- Chapter 3: Spatial Strategy
- Chapter 4: Climate Change and the Natural Environment
- Chapter 5: Housing
- Chapter 6: Place-making, Health and Well-being
- Chapter 7: Employment and Economy
- Chapter 8: Transport and Accessibility
- Chapter 9: Infrastructure
- Chapter 10: Strategic and Area Based Policies



4.8 The chart above provides an illustration of the levels of response received against each chapter, in addition to the SA, HRA and Maps. Housing featured prominently, 36% of responses being directed either at the housing allocations in the Strategic and Area Based Policies (Chapter 10) or the Housing Chapter (Chapter 5) itself. Policies relating to climate change & the natural environment were also a key focus of representations, accounting for 21% of the total received. Transport and Accessibility (Chapter 8), Place-making, Health and Well-being (Chapter 6), Vision and Strategic Objectives (Chapter 2) and Spatial Strategy (Chapter 3) all received equal share of representations, 8-9% each. The graphs in Appendix 1 provide a graphical illustration of the breakdown of the number of representations against each policy.

4.9 The greatest level of support from the Regulation 19 Consultation may be found in Chapter 2 - Vision and Strategic Objectives; Chapter 4 – Climate Change and the Natural Environment; Chapter 6 – Place Making, Health and Well-being; and Chapter 7 – Employment and Economy. Housing and Transport (Chapters 5, 8 & 10) received some of the greatest proportion of objections vs representations in support.

- 4.10 Looking at Chapter 10 in greater detail, Policy A15 – Loxwood has received by far the greatest number of objections (over 65) followed by a number of other allocations/parish no's that have attracted more than 20 objections - A11 – Highgrove Farm; A12 – Chidham and Hambrook; A13 – Southbourne Broad Location for Development; A14 – Land West of Tangmere.
- 4.11 Although the statistical information set out above and in Appendix 1 provides an indication of the level of support and objection for particular policies and/or proposals, it is not necessarily a good indicator of where any issues lie that may need to be addressed prior to submission, or at examination. Officers are currently undertaking the qualitative exercise of assessing the nature of the issues raised, and addressing those by providing reasoned responses, including the consideration of any necessary modifications to the Plan that are required to ensure its soundness. In some instances, this has, and will continue to, require further meetings with key stakeholders to seek common ground and agree appropriate modifications to the plan, where possible.
- 4.12 It is also worth noting that consultation and engagement on the council's preferred strategy for the Plan was previously undertaken at Regulation 18 stage. The Regulation 19 consultation was very much focused on whether the Plan has 'been prepared with legal and procedural requirements, and whether it is sound'. Paragraph 35 of the NPPF sets out plans are 'sound' if they are:
- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
 - b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
 - c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
 - d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with policies in this Framework and other statements of national planning policy, where relevant".
- 4.13 Matters that are raised that do not relate to the soundness of the Plan would not normally result in any changes at this stage, although all representations made will be sent to the Planning Inspectorate together with the draft Local Plan and supporting documentation upon submission.

5. Next steps

- 5.1 Officers are working their way through the issues raised in the Regulation 19 consultation and assessing, summarising and preparing responses to the representations received. This will include the need for further background work

or meetings with respondents, where appropriate. This includes some of the key issues that the Council has had to address in preparing the Proposed Submission Plan, although these are by no means exhaustive.

- 5.2 Officers are continuing to work closely with National Highways, West Sussex County Council and other relevant stakeholders to further refine the proposed measures to mitigate the impact of proposed development on the highway network and increase the sustainable transport offering of the Local Plan. This is an important part of the process as it underpins so much of the development proposed in the Plan.
- 5.3 Work also continues on the detail of solutions required to deliver water neutral development in the north east of the plan area, alongside other affected authorities, including Horsham and Crawley, the latter of which is anticipating submission of its local plan for examination shortly.
- 5.4 Protection of wildlife habitats, including those of protected species, is an important element of Chichester's Proposed Submission Local Plan. Whilst Natural England was unable to provide comments on the Plan and associated Habitats Regulation Assessment (HRA) informally prior to the Regulation 19 consultation, it has now done so through the formal process and Officers are meeting with them to address any outstanding matters.
- 5.5 The Council has a 'Duty to Cooperate' with neighbouring authorities and key stakeholders, which it has done consistently throughout the Local Plan formation process. It is important that this continues, including throughout examination of the plan, as key issues evolve. Statements of common grounds are being drawn up with relevant bodies and organisations to submit alongside the Plan. These will detail matters of agreement between the Council and those parties, and any relevant areas in which we find ourselves in disagreement. This is alongside a 'Statement of Compliance', which will set out how the Council has sought to proactively engage with relevant stakeholders.
- 5.6 A key element of the plan is delivery of housing to meet the identified need. The Council will need to demonstrate that on adoption of the plan it is able to identify a 5 year supply of housing, and that all reasonable opportunities have been taken to ensure that delivery in the first 5 years is maximised. As new data becomes available, officers are continuing to work to ensure that the Council's position in this regard is kept up-to-date.
- 5.7 Upon submission the plan must also be accompanied by the HRA and Sustainability Appraisal. Both these documents were included as part of the Regulation 19 consultation but will be required to be updated in the event that there are any relevant modifications to the plan identified as necessary, prior to submission.
- 5.8 Due to the numerous complexities in delivering the new Local Plan, the Council has been without an up-to-date plan for three years, which has meant that development proposals are infrequently plan led. It is therefore important for the Council to advance the plan to submission and examination as quickly as possible. Once adopted, it will ensure stability and greater certainty in decision making on planning applications, deliver development in the right locations,

provide for greater necessary infrastructure, facilitate investment in the area and deliver economic benefits.

- 5.9 However, it is also important that issues raised through the Regulation 19 consultation are properly addressed, so that the Council can present a credible plan upon submission. Much of the upcoming timetable for submission of the plan relies and depends upon the outcome of further work in the above areas, and any others of relevance identified through the assessment of representations. From current available analysis of these issues, it is hoped that submission of the plan can proceed in the autumn, although the precise timetable will need to be subject to the outcome of the issues identified. Members will continue to be updated on this as necessary. The Council will need to update its Local Development Scheme, which set out the anticipated timescales up to adoption once there is greater clarity on this.

6. Alternatives Considered

- 6.1 The Council is required to submit a sound plan. This means that all representations must be considered as to whether or not subsequent plan modifications are required. There are therefore no alternatives to be considered at this stage.

7. Resource and Legal Implications

- 7.1 It is essential that the Council can present a sound and legally compliant plan. The process of considering representations set out above is an important element of this. In order to ensure this process can be completed as efficiently as possible, further resource has been secured through consultants working with officers on a number of the issues raised through the Regulation 19 consultation.

8. Consultation

- 8.1 The Local Plan 2021- 2039: Proposed Submission was prepared taking account of the matters raised in the Issues and Options consultation undertaken in 2017 and the Preferred Approach consultation in 2018/19, the input of officers in other relevant services within the Council and the regular meetings of the Council's Development Plan and Infrastructure Panel.
- 8.2 The Local Plan 2021- 2039: Proposed Submission sets out the Council's proposed strategies and policies that it considers demonstrates an evidence led approach to provide an appropriate level of housing given the constraints of the area and particularly the capacity of the A27. The Plan will also provide an effective basis for considering future development proposals. It has been prepared in accordance with the NPPF, previous consultation responses and the current evidence base.

9. Community Impact and Corporate Risks

- 9.1 The Local Plan is likely to have a range of significant implications for many communities in the plan area as the plan seeks to address a range of issues including climate change, natural environment, housing, employment and economy, health and wellbeing, design and heritage and strategic infrastructure. Additional sites and locations to accommodate new development have been identified as preferred sites, with new or improved infrastructure and facilities also expected.
- 9.2 The council is committed to working with parish councils to support neighbourhood planning, either reviewing or preparing new neighbourhood plans that may include bringing forward new development. The proposed submission Local Plan provides a strategic framework for development to enable this.
- 9.3 The reliance in the Local Plan on development allocations being brought forward by way of neighbourhood plans does, however, present some risks to the council in terms of being able to demonstrate that the plan’s housing policies are deliverable. Work on neighbourhood plans can proceed in parallel with the Local Plan now that the proposed housing numbers in the proposed submission version of the Local Plan are known, so that those plans can themselves move forward quickly to examination upon receipt of the Local Plan Inspector’s report.
- 9.4 Should insufficient progress be made in identifying land through the neighbourhood planning process then the council will need to consider allocating the land through the subsequent Site Allocation Development Plan Document (DPD) to ensure that the development strategy proposed by the Plan is deliverable.

10. Other Implications

	Yes	No
<p>Crime and Disorder The Local Plan includes design principles (Policy P1) which require new development to make a positive contribution to creating a safe and secure environment by integrating measures for security and designing out the fear of crime and opportunities for crime. The IDP also includes infrastructure to support policing.</p>	✓	
<p>Climate Change and Biodiversity Climate change and biodiversity is addressed specifically in Chapter 4 of the Plan but will also be addressed through the delivery of development.</p>	✓	
<p>Human Rights and Equality Impact The impact of the Proposed Submission Local Plan on human rights and equality is considered in the Equalities Impact Assessment (Appendix G)</p>	✓	
<p>Safeguarding and Early Help</p>		✓
<p>General Data Protection Regulations (GDPR)</p>		✓
<p>Health and Wellbeing The impact of the Proposed Submission Local Plan on health and wellbeing is considered in the Health Impact Assessment (Appendix H)</p>	✓	

11. Appendices

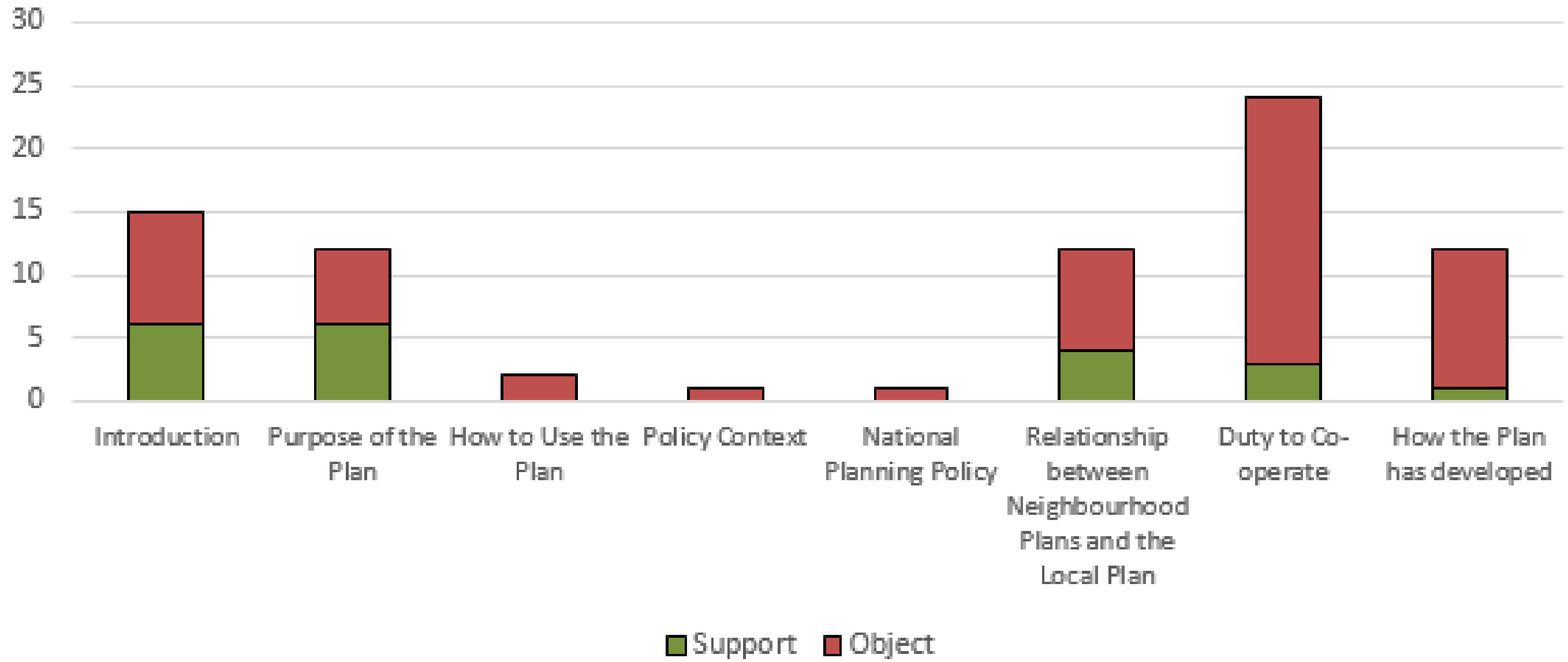
Appendix A: Summary of representations received by chapter

12. Background Papers

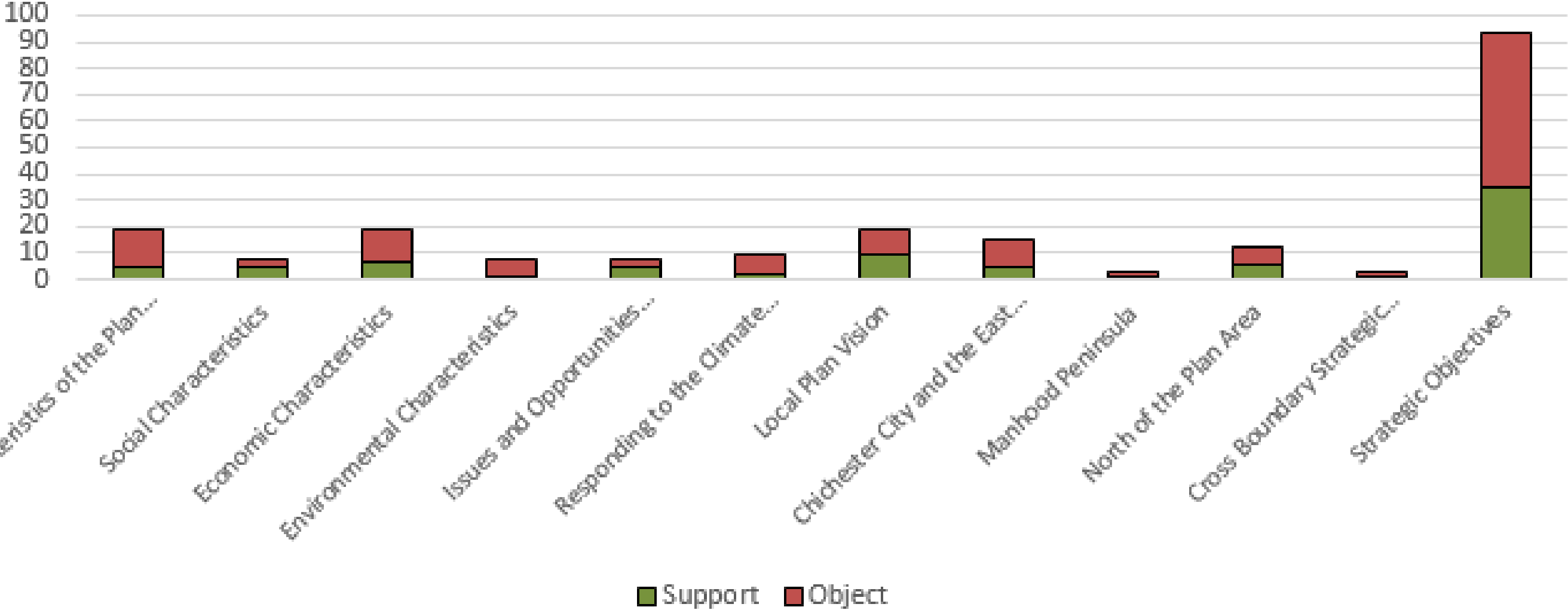
[Proposed Submission version of the Chichester Local Plan 2021 – 2039: Report to Cabinet 23 January 2023 and Council 24 January 2023](#)

[Proposed Submission version of the Chichester Local Plan 2021 – 2039: Regulation 19 Consultation 3 February – 17 March 2023](#)

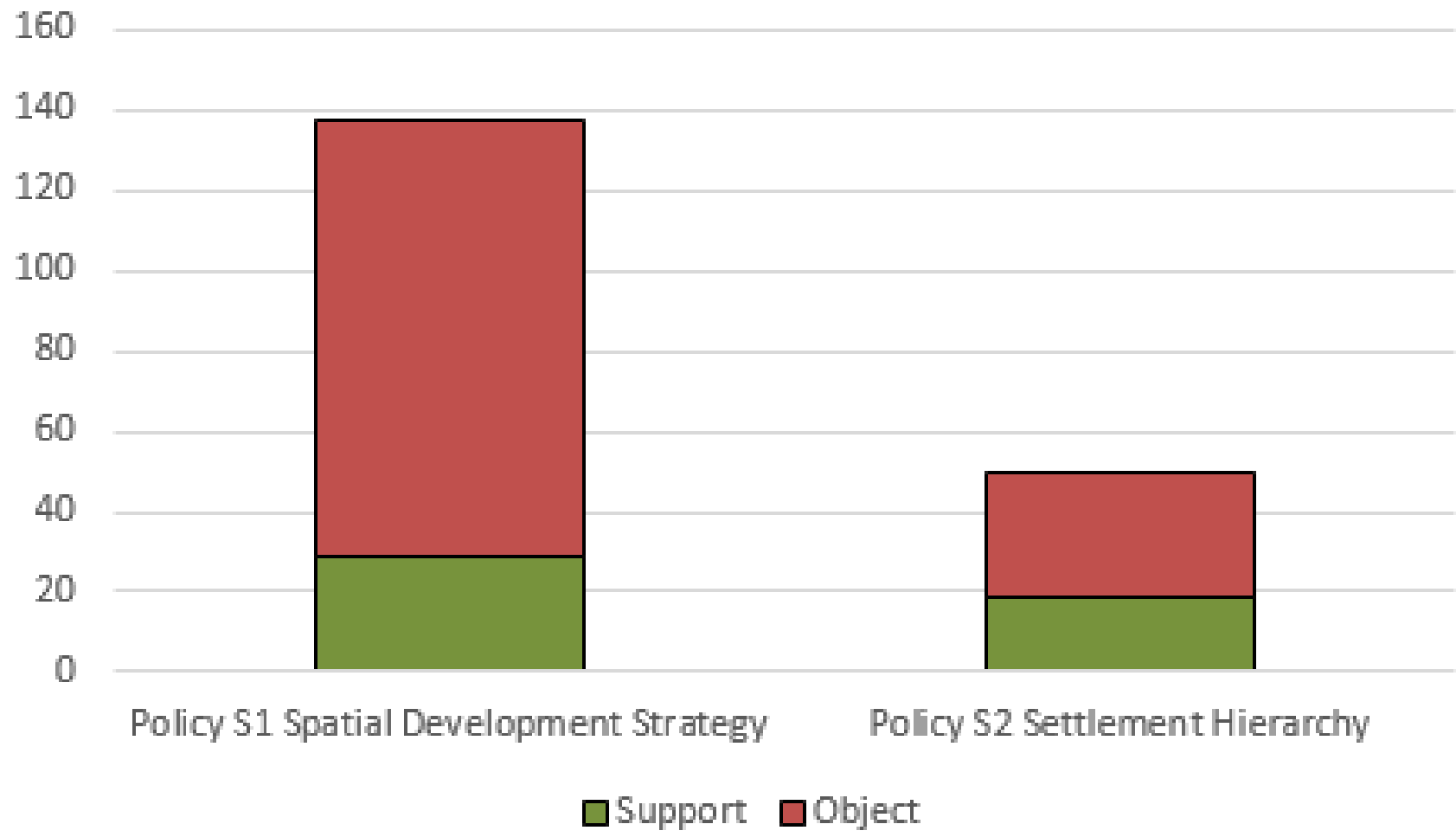
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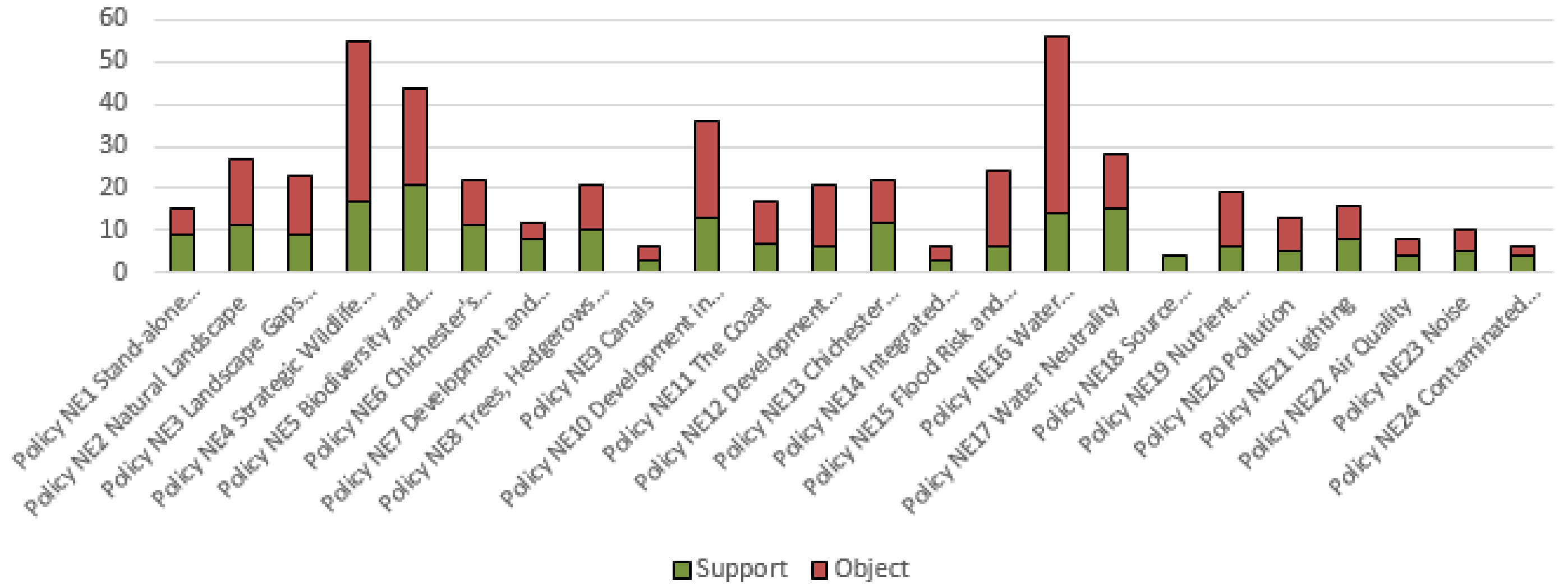
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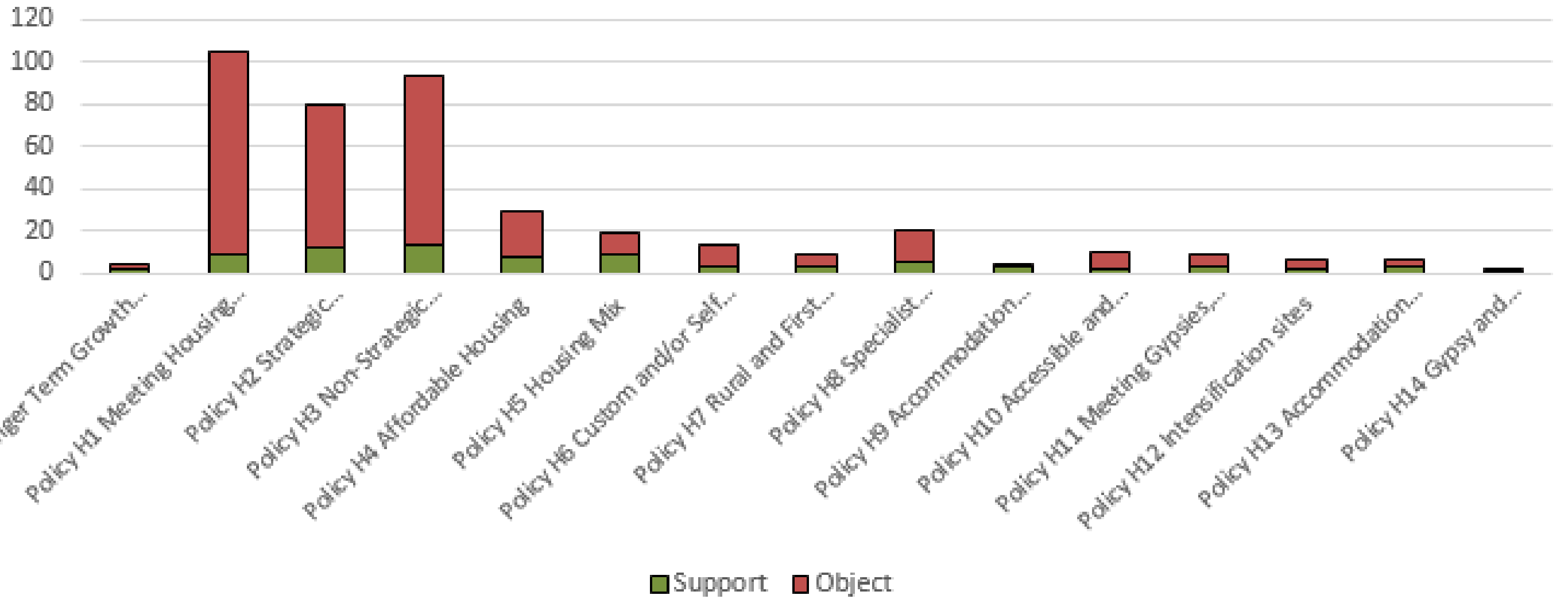
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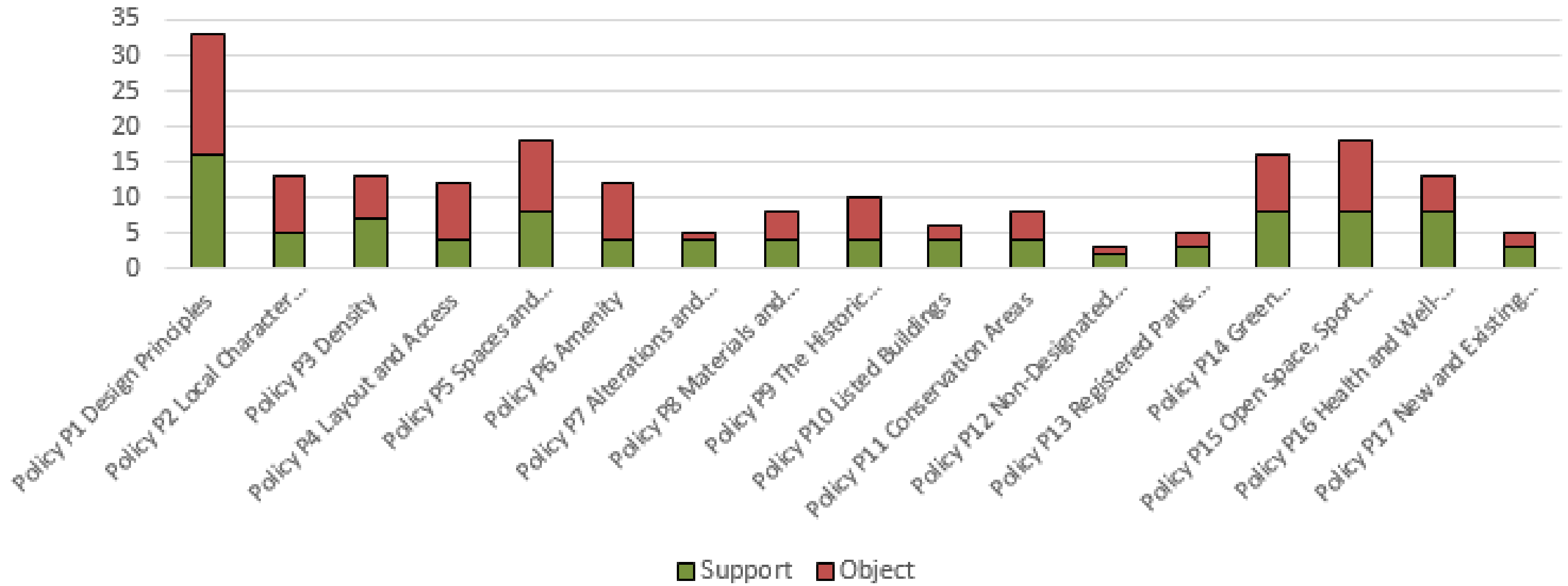
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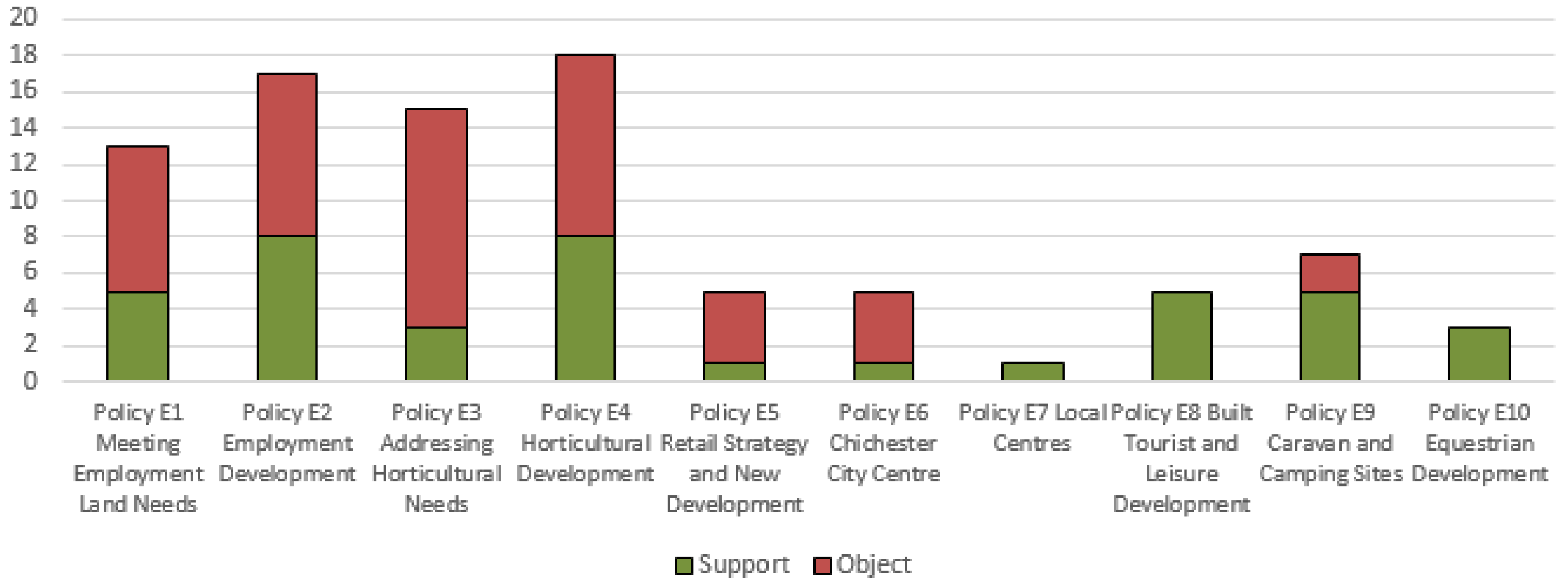
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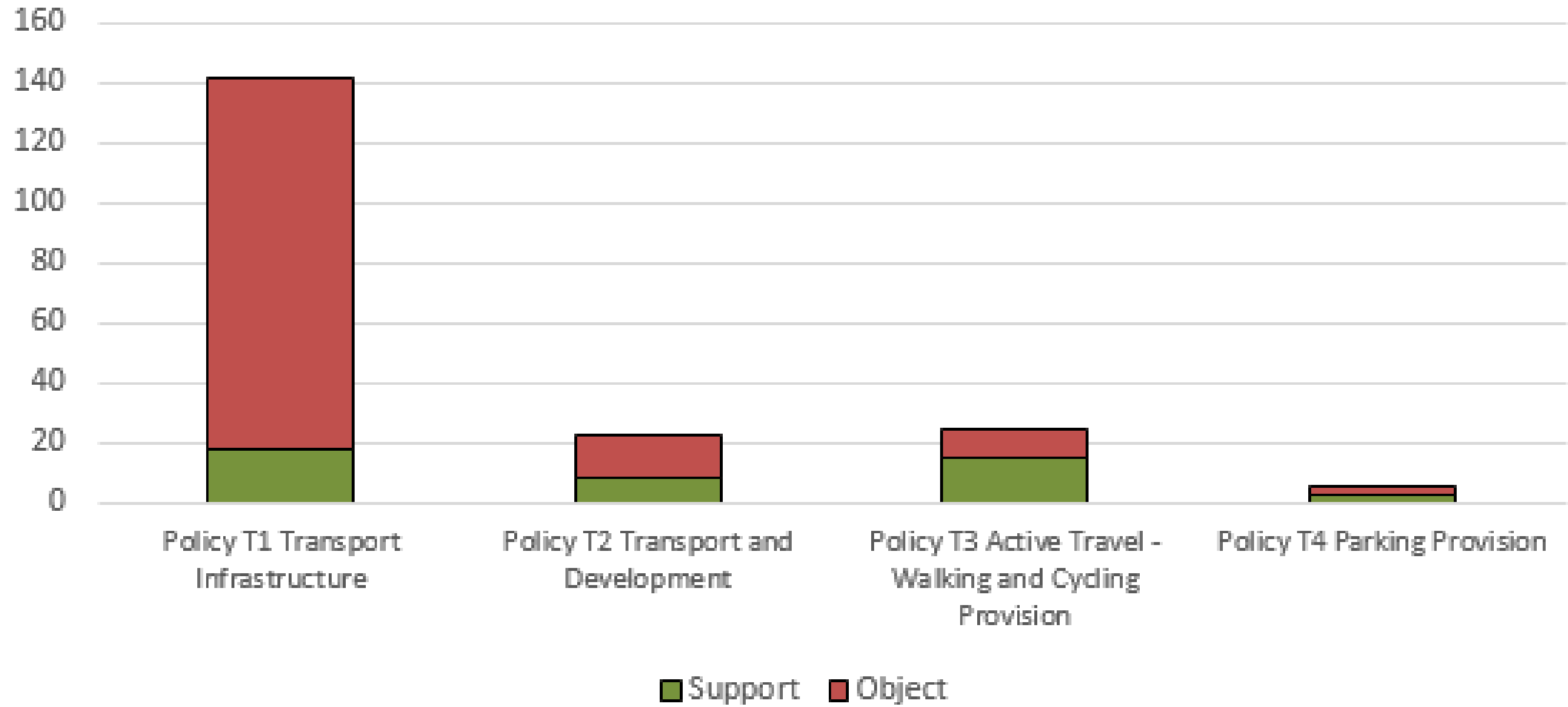
Chapter 6

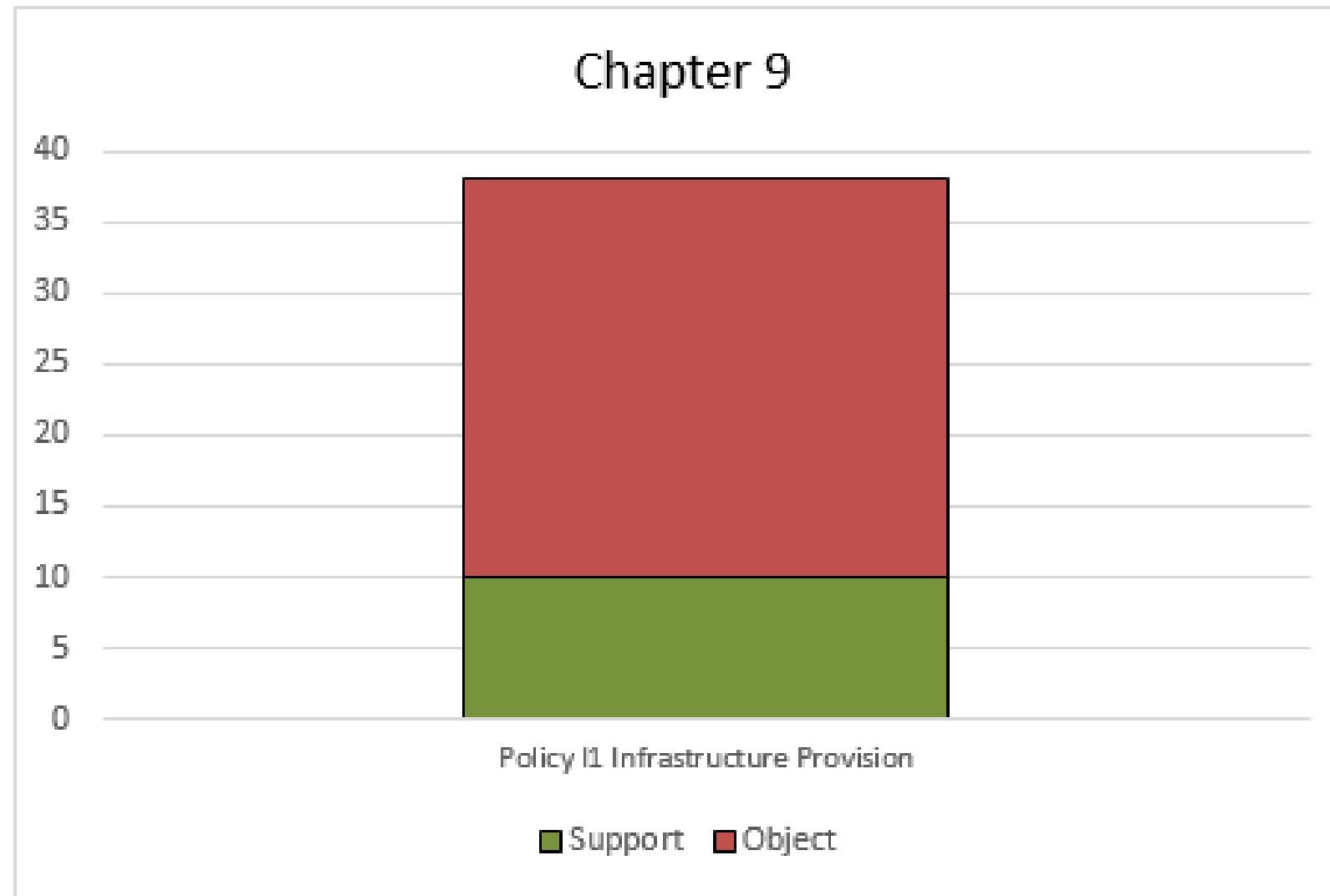


Chapter 7

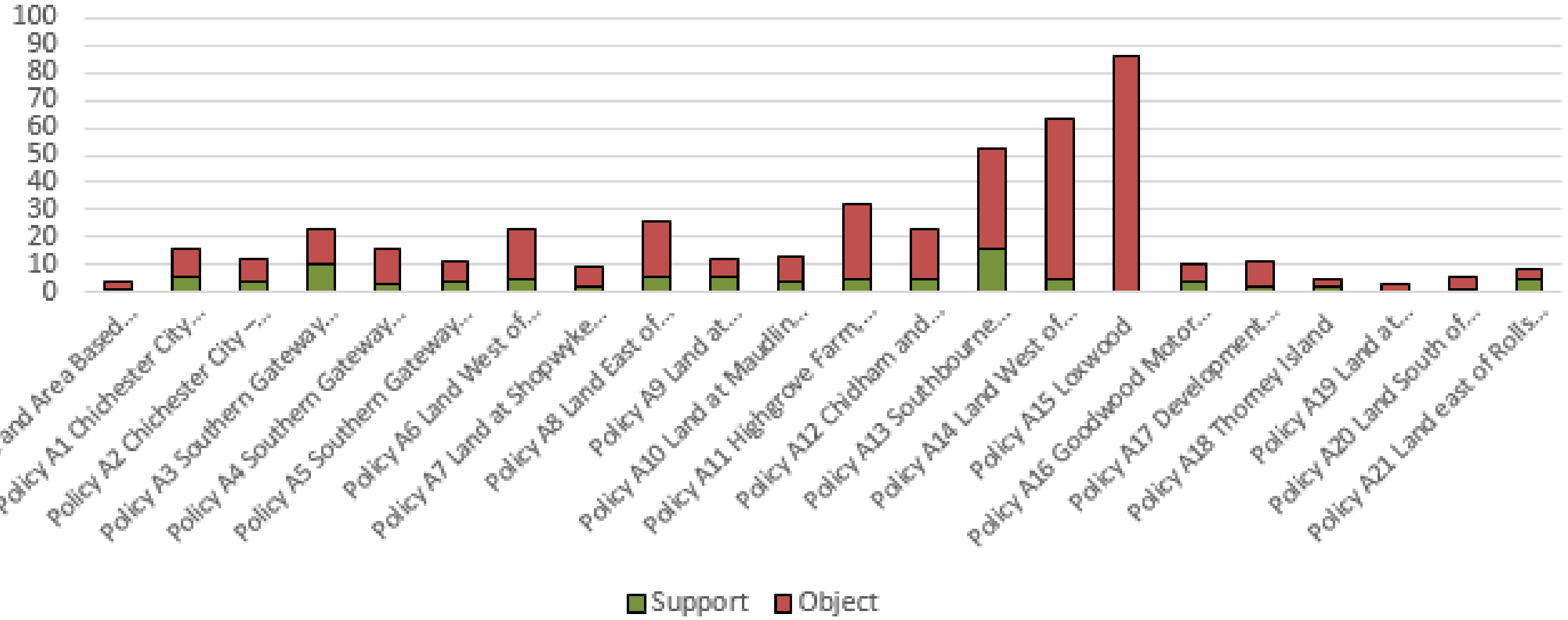


Chapter 8





Chapter 10



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Chichester District Council

Council

July 2023

Body Worn Cameras

1. Contacts

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Cabinet Member:

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2. Recommendations

- 2.1 That the Council authorised officers set out in appendix 1 to wear body worn cameras when carrying out their duties.**
- 2.2 That the Council authorises the Data Protection Officer to update the Council retention scheme to comply with the Home Office Surveillance Camera Code of Practice.**

3. Background

- 3.1** The use of BWC is quite tightly controlled in legislation. In May 2017 and then June 2018 members looked at their use locally for parking enforcement but also to trial the technology and use. At this moment in time only parking services civil enforcement officers and CCS staff for certain high risk activities are authorised by members to use BWC. The civil enforcement officers use them as permitted authorised tools and can therefore rely upon the evidence filmed using them in civil or criminal proceedings. It is also clear that they are helpful to reduce conflict in field use but also to investigate allegations about officer conduct for example.
- 3.2** The Divisional Manager responsible for the trial use by civil enforcement officers has found BWC to be positive from an operational perspective. Evidentially they are clearly enormously useful for enforcement and community purposes. Whilst there may be concerns about misuse of such cameras and what is termed “collateral intrusions” those concerns have not impacted in real life since the cameras have been used over the period since 2018.

4. Key points

- 4.1 Members will be used to the use of body worn cameras (BWC) being carried by police and other agencies providing safety in work and support and evidence for enforcement activity.
- 4.2 Operational managers have been approached for comments on whether their departments were thought to benefit from use of BWC. They were asked to assess -
- What teams or specific officer roles they consider would benefit from the use of body worn cameras – to be clear, to be worn only in an overt manner
 - What types of investigation or work would be supported and improved using body worn cameras and why (including if the intention is to prevent incident escalation or officer safety for example)
 - What types of individual or classes of individual would be filmed (CDC departmental clients, residents, restaurant officers for examples)
 - Whether they anticipated the types of officers in question working in private dwellings or other locations with a reasonable expectation of privacy
 - If relevant, to give examples of work or types of investigation which have not been possible without body worn cameras.
- 4.3 Those departments wishing to use BWC will be given further advice and asked to complete some regulatory paperwork around ensuring compliance with the Home Office Surveillance Camera Code of Practice in planning for BWCs. Each Divisional Manager will work with the Data Protection Officer to prepare a privacy impact assessment to tie into the potential future uses for particular tasks. Further reports to Members may also be required depending upon the outcome of that privacy impact assessment. Some other relevant changes to procedure will be needed as set out in recommendation 2.2
- 4.5 It is important to note that the authorisations, if granted, would not enable officers to undertake any work that they would not already be authorised to do. All that will change is that they will be authorised to undertake those tasks using BWC rather than handheld cameras, notebooks and so on.

5. Proposal

- 5.1 That the recommendations at section 2 are approved by Council.

6. Resource and Legal Implications

- 6.1 The Council is required to ensure a reasonably safe working environment. The use of BWC is considered relevant to that duty. The Council will need to

ensure any use complies with relevant regulatory control including the Home Office code of practice on Surveillance Cameras.

7. Community Impact and Corporate Risks

- 7.1 The use of BWC has been found to de escalate conflict with the public and would be a tool used to impact and improve crime and disorder activities by the Council.

8. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder BWC is a tool to support evidence gathering.	X	
Climate Change and Biodiversity		X
Human Rights and Equality Impact Concerns as to collateral intrusion will be assessed through Data Protection Impact Assessments.	x	
Safeguarding and Early Help Evidence gathered by BWC will be of importance as evidence if safeguarding issues arose.	X	
General Data Protection Regulations (GDPR) Use of BWC will need to comply with GDPR duties but in the contexts set out in the appendix would be for the purpose of carrying out public duties.	X	
Health and Wellbeing Evidence gathered by BWC will be of importance as evidence if aggression issues arose towards officers.	X	

9. Appendices

- 9.1 Appendix 1 – List of officer roles where assessment has indicated body worn cameras could be appropriate.

10. Background Papers

- 10.1 None

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Body Worn Cameras Appendix One

Officer Roles authorised to wear Body Worn Cameras

Any Divisional Manager

Any Officer working in the Foreshore team

Any officer working for CCS (Depot operatives)

Any Officer working in the Health Protection team

Any Officer working in the Environmental Protection team

Any officer working in the Planning Enforcement team

Any officer working as a Duty Environmental Health Officer

Any Housing Officers working in the Accommodation and Move On teams

Any Housing Officers working at Westward House or Freeland Close

All Community Wardens

All Civil Enforcement Officers

Any officer given specific authority by the Chief Executive in writing for a particular purpose.

Authority for any role above shall be interpreted to include locum or agency staff or officers from other authorities working in that capacity for Chichester District Council.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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